Once you have these key points, you can get exam answers by making up your own set of exam questions. This is exactly what the instructor does in making up an exam, giving us most of the same questions – and the answers, too.

In a study conducted at one eastern college, a group of students was asked to use this study method. It was found that up to 80% of the actual exam questions were among the key point questions the students had made up ahead of time. The grades of these students were 10% higher than students not using this method of study.

- Use notes to make up test questions.

When studying from textbooks, most of us mark everything we think is important. A more effective method may be to mark only the parts you *don't know*. Later on, go over those parts. When you finally know them, check them off. There is no need to go over and over information (colored yellow) that you already know. There's no right way to mark up a text for your own personal study. Tear out pages. Write in the margins. Find a system that works for you. After all, it is your book.

- Make notes of what you *don't know* in the text.

As with reviewing your lecture notes, a good way to check how well you understand something is to ask yourself potential test questions about the material just read. Start by briefly summarizing to yourself the meaning of the chapter title and subtitles. Practice for the exam while studying the material. Again, many of the questions you make up in this manner will probably turn up on the exam later in class.

- Use the text to make up test questions.

An easy way to take notes is to draw a line down the center of a sheet. Use the left side for key points from the textbook, which you will read before class. Use the right side to add any important key points the professor makes if you don't already have them on the left side.

Listen carefully for key points emphasized by the professor. Key points, like important announcements, are often given in the first few minutes and the last few minutes of class.

- Remember: Don't be late. Don't leave early.